



The Federal Election Commission
invites you to a conference on
campaign finance laws,
conducted for corporations and labor organizations.

Hyatt Regency on Capitol Hill

Washington, D.C.

April 6 – 7, 2000

The Federal Election Commission is holding a two-day conference focused exclusively on the needs of corporations and labor organizations interested in participating in federal elections in 2000.

This seminar, presented by Commissioners and experienced FEC staff, will explain how the requirements of the federal election law apply to your organization. The conference will cover the basic provisions of the federal election law, explain the rules governing PACs and corporate and labor organization participation and address current issues aired in the press. In addition, a representative from the Internal Revenue Service will be available to answer election-related tax questions.

A program and registration form are found inside this invitation. Space is limited, so please register by March 24, 2000. Registrations will be accepted on a first-come, first-served basis. If you have any questions, call the Commission at (800)424-9530 or locally at (202)694-1100. We look forward to meeting with you.

Unfold for conference details.

Conference Schedule

Team Workshops—The workshops followed by an asterisk (*) will be divided into two teams:

Team A: Corporations and Their PACs

Team B: Labor Organizations and Their PACs

Thursday, April 6, 2000

8:00 – 9:00 Continental Breakfast/Registration

9:00 – 9:30 Welcome/Chairman Wold

9:30 – 11:00 Basics About PACs

- Setting up the PAC
- Understanding contributions
- Independent expenditures

11:00 – 11:15 Break

11:15 – 12:30 FEC Rules on Fundraising for PACs*

- Restricted class
- Solicitation rules
- Payroll deduction
- Collecting agents
- Fundraising events and promotions

12:30 – 1:30 Lunch (Roundtable Discussions)

At each table, an FEC Commissioner or staff member will informally discuss a topic related to the campaign finance law. A list of the different table topics and discussion leaders will be provided at registration. Attendees may select the table of their choice.

1:45 – 3:00 FEC Rules on Fundraising for PACs* (*Continued*)

Friday, April 7, 2000

8:00 – 9:00 Continental Breakfast with the IRS

A guest speaker from the IRS will give an overview of the tax rules, as they apply to political committees. Attendees will have the opportunity to ask questions.

9:15 – 10:30 Option 1: Election-Related Communications by the Connected Organization*

- Candidate appearances
- Newsletters
- Voter education

Option 2: Basic PAC Reporting

- Filing requirements
- Completing the reporting forms

10:30–10:45 Break

10:45–12:00 Option 3: Use of Facilities by the Connected Organization*

- Office equipment
- Meeting rooms
- Staff involvement

Option 4: Advanced PAC Reporting

- Complex reporting problems
- Itemizing the unusual
- Q/A on reporting

12:00– 1:00 Lunch (Roundtable Discussions)

A repeat of yesterday's luncheon discussions. Attendees have an opportunity to sit at a different table, meet new people and talk about different issues.

1:15 – 2:45 Option 5: Current Topics

- Express Advocacy
- Coordination
- Unregulated money

Option 6: Electronic Filing

- FEC's newest software program
- Software demonstration

2:45 – 3:15 One-on-One

Opportunity to informally confer with FEC staff about campaign finance issues that pertain to your own committee or situation.

Conference Specifics

Registration and Fee: The \$265 registration fee covers the cost of the conference, materials, breakfasts, lunches and refreshments. The registration form must be postmarked by March 24; a late registration fee of \$10 will be added effective March 25. A full refund will be made for all cancellations received on or before March 24; no refunds will be made for cancellations received after that date.

Location: The conference will be held at the Hyatt Regency on Capitol Hill, 400 New Jersey Avenue, N.W., Washington, D.C. A room rate of \$175 is available for reservations made by March 3. Call (800)233-1234 or (202)737-1234 to make reservations; you must notify the hotel that you will be attending the FEC conference. After March 3, room reservations will be based on availability.

More Information: For information on the program, call the Federal Election Commission toll-free at (800)424-9530. For registration information, call Sylvester Management Corporation at (800)246-7277 or e-mail to: tsylvester@worldnet.att.net.